



County of Los Angeles

CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

May 8, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add 12 new classifications, to change the title of one (1) non-represented classification, to reclassify two (2) positions to implement the results of classification studies, and to make technical corrections of typographical errors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organizational Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

These classification and compensation recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Classes

There are a total of 12 classes being added to the County's Classification Plan (Attachment A).

The Associate Chief Financial Officer, Health Services will function as the second-level Chief Financial Officer for the Department of Health Services. The Principal Radiation Protection Specialist class will supervise and provide technical guidance to a group of Radiation Protection Specialists conducting inspection, investigations, and tests to detect and control radiation hazards or will conduct the most complex, specialized, and sensitive investigations, inspections, tests, and emergency preparedness responses to detect and control hazards arising from radioactive materials.

The new Probation classes are being established in conjunction with the departmental reorganization. The Deputy Director, Probation will assist with the administration of the department with specific responsibility for setting the general direction and management of assigned bureaus. The Bureau Chief, Probation will direct the daily activities of major operating bureaus within the department.

The Principal Deputy Affirmative Action Compliance Officer classification is being added to equalize the span of control over the subordinate Affirmative Action Compliance Officer positions. Two positions for this new class will be added in the FY 2007-08 Proposed Budget.

Six (6) occupation-specific Veteran Intern classes have been developed pursuant to the Board's instruction to create classified temporary positions for veterans to facilitate their acquisition of required on-the-job experience. This will enable the incumbents to eventually compete in Civil Service examinations for the corresponding permanent positions. The minimum requirements for these classes include the requirement for prior military experience.

Lastly, the Student Professional Worker II is being created to provide employment opportunities for individuals concurrently enrolled in accredited post-graduate academic programs.

Deleted Classes

Twenty-seven (27) represented classes have been approved for deletion from their respective bargaining units by the Employee Relations Commission (ERCOM) (Attachment A). Therefore, it is requested that these classes be deleted from the County's Classification Plan. Class deletions are consistent with the County's strategy to reduce the number of obsolete classifications. The affected departments have been informed of and have consented to the deletions.

Title Change

The title of the Student Professional Worker is being changed in conjunction with the creation of a Student Professional Worker series that will recognize undergraduate and post graduate level work assignments (Attachment A).

Technical Corrections

The effective salary dates for the Youth Programs Specialist, Ocean Lifeguards, and salary notes for the Assistant Elevator Mechanic as adopted by your Board on January 16, 2007 are being amended to correct typographical errors. In addition, although the Assistant Payroll Clerk I class was deleted from the County's classification plan several years ago, it remains in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS). Since this class is vacant, we recommend that it be deleted from CWTAPPS. Lastly, adjustments are being made to reflect position allocations in conjunction with the FY 2006-07 Proposed and Supplemental Budgets.

Reclassification

There are two (2) positions in two (2) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from this action is \$2,558 annually based upon salaries as of October 1, 2006. Incumbents of filled positions promoted as a result of upward reclassifications generally receive increases ranging from 5.5 to 10 percent. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Approvals

- Appropriate consultations have been conducted with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH:WGL
PHG:VMH:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/ Health Plan	Item No.	Title	Salary Schedule & Level
Savings	4578	Associate Chief Financial Officer, Health Services	N23 R16
Savings	8633	Bureau Chief, Probation	N23 R13
Savings	8617	Deputy Director, Probation	N23 R14
Savings	1685	Principal Deputy Affirmative Action Compliance Officer	N23 R11
Options	5776	Principal Radiation Protection Specialist	93G
N/A	8258	Student Professional Worker II	FH \$15.00
N/A	8260	Veteran Intern, Administrative Support	68A
N/A	8261	Veteran Intern, Crafts Support	60A
N/A	8262	Veteran Intern, Heavy Maintenance and Operational Support	62A
N/A	8263	Veteran Intern, Information Technology Support	67A
N/A	8264	Veteran Intern, Office and Clerical Support	60A
N/A	8265	Veteran Intern, Technical Support	69A

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
8243	Student Professional Worker	Student Professional Worker I

REPRESENTED CLASSES APPROVED BY ERCOM FOR DELETION

Item No.	Title
8406	Art Preparator
6280	Carpet & Linoleum Layer Apprentice
7074	Copy Camera Operator
7073	Darkroom Assistant
7314	Diamond Driller and Grouter
7317	Diamond Driller and Grouter Working Supervisor
2495	Head Computer Operator
2662	Head, Data Control
1024	Head, Fleet Services, Public Works
6347	Helper, Carpet & Linoleum Laying
5622	Hospital Emergency Medical Technician
5620	Hospital Emergency Medical Technician Trainee
4872	Laboratory Animal Caretaker I
4873	Laboratory Animal Caretaker II
4874	Laboratory Animal Technician
6165	Metal Lather Apprentice
7523	Millwright Working Supervisor
8407	Senior Art Preparator
7522	Senior Millwright
4476	Senior Planning Aid
3582	Structural Engineer I

Item No.	Title
3583	Structural Engineer II
3587	Structural Research Engineer
3974	Supervising Construction Cost Estimator I
3977	Supervising Construction Cost Estimator II
9185	Supervising Eligibility Quality Auditor
7320	Well Driller

TECHNICAL CORRECTIONS

SALARY CORRECTIONS

Item No.	Title	Current Salary Schedule & Level			Recommended Correction to Salary Schedule & Level		
6502	Assistant Elevator Mechanic	07/01/2007	NN	74F	07/01/2007		74F
		01/01/2008	NN	75G	01/01/2008		75G
		07/01/2008	NM	76G	07/01/2008		76G
		01/01/2009	NM	77H	01/01/2009		77H
2931	Youth Programs Specialist, Ocean Lifeguards-	08/01/2008	NW	86A	08/01/2007	NW	86A
		08/01/2009	NW	87B	08/01/2008	NW	87B

CLASS TO DELETE FROM CWTAPPS

Item No.	Title
1328	Assistant Payroll Clerk I

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF BEACHES AND HARBORS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Program Analyst 90H Non-Represented	Administrative Services Manager I 91A Non-Represented

The subject position reports to a Head, Management Services and supervises the Budget Unit. Specific responsibilities include making budgetary recommendations to management, planning and preparing the annual budget, resolving budgetary issues as they arise, and establishing procedures and processes to ensure the efficient operation of the unit.

Based upon the scope of supervisory responsibility assigned and the nature of budgetary functions performed, this position is being recommended for upward reclassification to an Administrative Services Manager I, a class that typically supervises or coordinates the operation of a small work unit or directly provides specialized personnel, budget, or other administrative support services.

OFFICE OF PUBLIC SAFETY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Sergeant, Los Angeles County, Police 80K Represented	Lieutenant, Los Angeles County Police 85C Represented

The subject position is located in the Internal Affairs Unit and supervises six (6) Sergeant, Los Angeles County Police positions responsible for investigating allegations of misconduct involving sworn personnel. As you may recall, these six (6) positions were approved for upward reclassification from Officer, Los Angeles County Police by your Board on February 20, 2007. This recommended reclassification will establish the appropriate organizational and reporting structure within the department's Internal Affairs Unit. For these reasons, an upward reclassification to Lieutenant, Los Angeles County Police is recommended.